



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All State Agencies

Schedule Number:

000-07-41

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule or in an approved programmatic schedule for your agency are not authorized to be destroyed.**

GladysAnn Wells, Director

Arizona State Library, Archives and Public Records

Date Approved:

3 July 2007

General Retention Schedule for All State Agencies

All Agency Management

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Minutes (including agendas (if not part of minutes) and supporting documentation referenced in minutes) a. Governing Boards and Commissions b. Other Decision-making Committees, Boards or Commissions c. Advisory Committees, Boards, Commissions, Task Forces, Ad Hoc Committees, etc. d. Executive Session and Work Study Records e. Audio or Video Recordings of Meetings	Permanent Permanent Permanent 10 3 months	Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 After fiscal year created After date of meeting and after minutes transcribed or summarized and approved
2.	Committee, Board, Commission or Task Force Reports/Studies a. Reports resulting in no action b. Reports/Studies resulting in project	5 -	After fiscal year submitted File with Project Records (Item #5)
3.	Executive Correspondence (correspondence of Board, Commission, or Agency Director that sets or discusses policies)	Permanent	Preserve pursuant to ARS §39-101
4.	Committee, Board, Commission or Task Force Records (including agendas, board packets, notes and other related records)	3	After fiscal year created or received
5.	Project Records a. Historically Significant Projects b. All Other Records	Permanent 3	Preserve pursuant to ARS §39-101 After calendar year created or received
6.	Agency Policies, Directives, General Orders, Administrative Orders	Permanent	Preserve pursuant to ARS §39-101

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Item #	Records Series	Retention (Yrs.)	Remarks
7.	Agency Annual Reports	10	After year reported
8.	Legislation Records a. Case files for legislation proposed by agency b. Legislation tracking records	Permanent 1	Preserve pursuant to ARS §39-101 After calendar year passed into law or defeated
9.	Contracts, Agreements and Leases and related records	6	After fiscal year fulfilled, cancelled or revoked
10.	Performance Audit Reports (official copy)	10	After audit completed
11.	Publications Produced by Agency (including annual reports, audit reports, brochures, pamphlets, newsletters and other published reports) a. Paper	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send 2 copies to ASLAPR, Law and Research Library, State Documents
	b. Electronic	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send electronic copy to reports@lib.az.us and paper copy to ASLAPR, Law and Research Library, State Documents
12.	Public Information Records (including press releases, photographs, scrap books, public service announcements and other related records)	Permanent	Preserve pursuant to ARS §39-101

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
13.	Organizational Charts (records of department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships)	Permanent	Preserve pursuant to ARS §39-101

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All Agency Administration

Item #	Records Series	Retention (Yrs.)	Remarks
14.	General Correspondence (including letters, memos and other related records not related to a specific project or case and not executive correspondence)	-	After administrative value has been served but no more than 3 years after calendar year created or received
15.	Transitory Materials (including records or limited reference value, letters of transmittal and informational bulletins)	-	After administrative value has been served but no more than 3 years after calendar year created or received
16.	Appointment Calendars	1	After calendar year of last entry
17.	Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After administrative value has been served but no more than 3 years after calendar year final records created
18.	Progress/Activity Reports (including weekly or monthly reports to supervisors and managers but not including official agency annual report)	-	After administrative value has been served but no more than 3 years after calendar year created or received
19.	Office Internal Administrative Records (including non-policy work procedures, office assignments, work schedules and other related records)	-	After administrative value has been served but no more than 3 years after calendar year superseded or discontinued
20.	Logs (including telephone message logs, sign-in sheets and other related records)	-	After administrative value has been served but no more than 3 years after calendar year of last entry date
21.	Records Retention Schedules (office copy)	-	Delete or destroy between 1 and 3 years after superseded or obsolete

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Item #	Records Series	Retention (Yrs.)	Remarks
22.	Reports of Records Destruction	-	After administrative value has been served but no more than 3 years after created or received
23.	Requests for Imaging Implementation	-	Delete or destroy between 1 and 3 years after superseded or obsolete
24.	Training Records for Training Given by Agency		
	a. Attendance lists and evaluations	5	After fiscal year training given
	b. Syllabi, handouts and presentation materials	6	After superseded or obsolete
25.	Source Records		
	a. Data entry forms (including records used to update databases or other data collecting systems)	-	After entered data is verified or when administrative value has been served, whichever is later
	b. Electronic and Microfilm	-	After film or image is verified or when administrative value has been served, whichever is later, unless specified differently on approved Request for Imaging form

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All Agency Financial

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
26.	Budget Request Records (including work papers, spread sheets, calculations and other related records for agency and subordinate organization units)	3	After fiscal year submitted
27.	Budget approved and appropriated (agency copy)	3	After fiscal year covered by budget
28.	Accounts Payable and Receivable Records (including claims, warrant registers, purchase orders, receiving documents, invoices, receipts and other related records)		
	a. Official copy	5	After fiscal year created or received
	b. All other copies	-	Delete or destroy between 1 and 5 years after fiscal year created or received
29.	Employee Time and Leave Records		
	a. Official copy	3	After fiscal year created or received
	b. All other copies	-	Delete or destroy between 1 and 3 years after fiscal year created or received
30.	Employee Personnel/Payroll Data Add - Change - Delete	3	After fiscal year superseded or obsolete
31.	Payroll Records (including all remuneration made to employees and all Social Security contributions and adjustments)	4	After fiscal year contributions were due or paid
32.	Payroll Deduction Records	3	After fiscal year superseded or obsolete
33.	Deposits with Treasurer	3	After fiscal year deposit made

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34.	Contracts a. Official copy	6	After fiscal year fulfilled, cancelled or revoked
	b. All other copies	-	After administrative value has been served but no more than 6 years after fulfilled, cancelled or revoked
35.	Capital Equipment Inventory	3	After fiscal year superseded or obsolete
36.	Financial Audit Reports (agency copy)	3	After fiscal year audit completed
37.	Grant Records a. Administration and Financial Records	3	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	b. Programmatic Records i. Historically Significant Program Records	Permanent	Preserve pursuant to ARS §39-101
	ii. All Other Program Records	3	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	c. Unsuccessful Grant Application Records	1	After rejected or withdrawn
	d. Other copies	-	After administrative value has been served but do not keep longer than after funding agency requirements are met for record copies

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All Agency Human Resources/Personnel

Item #	Records Series	Retention (Yrs.)	Remarks
38.	Employee Personnel File a. Official copy	5	After calendar year of termination
	b. Supervisor's copy	-	Delete or destroy between 6 months and 5 years after termination or transfer
39.	Statistical Listings of Employees	-	After superseded or obsolete
40.	Position Descriptions (PDQs)	3	After superseded or position abolished
41.	Requests for Classification of New Positions or Reclassification of Existing Positions	1	After request acted upon
42.	Grievance and Complaint Records	3	After resolved
43.	Hiring Records (including lists, applications, selection, test scores, interview records, and other related records)	2.5	After calendar year created or received
44.	Unsolicited Applications	-	After administrative value has been served but no more than 2 years after calendar year received
45.	Equal Employment Opportunity Records (including reports)	3	After calendar year created or received
46.	I-9 Forms	1	After employee termination, but not less than 3 years after date of hire
47.	Individual Employee Training Records		
	a. Law Enforcement Officers	5	After employee termination
	b. All Other Employees	3	After calendar of training

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Item #	Records Series	Retention (Yrs.)	Remarks
48.	Employee Tuition Refund Program Records	3	After fiscal year refund issued
49.	Occupational Safety and Health Records (including accident reports and annual summaries)	5	After calendar year prepared
50.	Employee Medical and Exposure Records (including lists of hazardous materials exposed to, pre-employment physicals, results of exams, medical opinions, diagnoses, employee medical complaints and other related records) <i>*These records must be filed separately from the employee personnel file.</i>	30	After calendar of employee termination
51.	Accident Prevention Program Records (including lists of first aid trained personnel)	1	After superseded or obsolete
52.	Group Insurance Records (agency copy)	1	After superseded or obsolete
53.	Reduction in Force (RIF) Records (including computation documentation and recap summaries)	5	After RIF completed or abandoned
54.	Investigations of Personnel Matters (may result in discipline, or civil or criminal action)	5	After resolution or closure of investigation
55.	Workers' Compensation Records (agency copy)	3	After employee termination
56.	Employee Summary Records (including name, dates of employment and job title)	15	After employee termination

Supersedes schedule dated June 20, 2007